**FORM FOR A MOTHER TO CURTAIL MATERNITY LEAVE**

**TO TAKE SHARED PARENTAL LEAVE**

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| **Shared parental leave: maternity leave curtailment notice** |
| **Name of employee:** |   |
| **Job title:** |   |
| I wish to bring my maternity leave to an end to be able to take shared parental leave.  |
| **I wish to end my maternity leave on:** |   |
| **I wish my statutory maternity pay period (if applicable) to end on:** |   |
| **Signed:** |   |
| **Dated:** |   |
| **Notes**You should complete and submit this form alongside the Company’s form:* for a mother to provide a notice of entitlement and intention to take shared parental leave; or
* for a mother to provide a declaration of consent and entitlement for her partner to take shared parental leave.

Please think very carefully before you submit this form. Once the form is submitted, you can withdraw your maternity leave curtailment notice only in limited circumstances.The date on which you end your maternity leave must be at least:* eight weeks after the date on which you provide this notice to the organisation;
* two weeks (or four weeks for factory workers) after you give birth; and
* one week before what would have been the end of your additional maternity leave
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